



July 25, 2014

## **KANSAS BULLETIN NO. KS300-14-52**

### **SUBJECT: LTP–System for Award Management Registration Verification for Program Payments to Entities**

**Purpose:** To distribute requirements and the steps for verification of System for Award Management (SAM) registration prior to making payments

**Expiration Date:** September 30, 2015

**This bulletin cancels Bulletin KS300-14-29.**

#### **Background**

Entities receiving Farm Bill program payments on contracts obligated after October 1, 2010, are required to obtain a Dun and Bradstreet (DUNS) number. Entities required to obtain a DUNS number are also required to maintain registration in the SAM which is the replacement for Central Contractor Registration (CCR). Payments made to entities that utilize a DUNS number but do not maintain their SAM registration are considered improper payments and are subject to repayment of funds. Staff members obligating contracts or certifying payments in Program Contracts System (ProTracts) are to confirm that an entity has a current registration in SAM **prior to completing contract obligation and prior to completing payment instructions.**

#### **Creating a SAM Account Linked to a Government Email**

Creating an account with SAM is important to ensure you are able to access all necessary records. Producers are able to set their entity information as private within the SAM database hiding it from public searches. By creating an account that is *linked to a government email* you will be able to view entities with their information set to private. Follow the steps in Attachment 1 for assistance in setting up your account.

#### **Completing a Search and Creating Documentation**

Once you establish an account and log in, you may complete a search for an entity to determine registration status. Searches can be completed by DUNS number or entity name. It is recommended to use the entity's DUNS number as that will give you a specific result and reduce the risk of selecting the wrong entity. The main search looks only for "active" registrations.

(more)

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If a registration is not found the registration may be inactive (expired). An advanced search can be completed to find inactive registrations. If there are still no records found, the participant is not registered with SAM.

The registration must be active as of the date of contract obligation and the completion of payment instructions. **If the SAM registration is inactive or nonexistent; the obligation of the contract and payment instructions will not be completed.** The participant will be instructed that neither obligation nor payment will be made until their registration is updated and that they are to notify the designated conservationist when the update has been completed.

A printout of the SAM registry information showing the SAM expiration date of the participant will be filed in the official contract folder with the applicable forms; Form NRCS-CPA-1202 or Form NRCS-CPA-1245, Practice Approval and Payment Application, and the Financial Management Modernization Initiative (FMMI) checklist. The printout will be uploaded to electronic contracts (eContracts). **The expiration date should reflect a date after the obligation or payment instruction date.**

Follow the steps in Attachment 2 to complete a search for the necessary SAM registry documentation. The updated FMMI checklist attached to Bulletin KS300-14-30 will include additional steps to document this has been completed.

### **Payment Approvals**

Due to the potential delay between payment instructions and approval of an item, the designated conservationist is to review the printout in the folder to ensure the registration has not expired as of the date of payment approval. This step should be documented in the Form NRCS-CPA-6, Conservation Assistance Notes.

**Contact:** Forward questions through established channels to Chad G. Volkman, Resource Conservationist, at [chad.volkman@ks.usda.gov](mailto:chad.volkman@ks.usda.gov); or (785) 823-4568, or Xiomara Tryban at [xiomara.tryban@ks.usda.gov](mailto:xiomara.tryban@ks.usda.gov) at 785-823-4569.

*(Signed)*

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